

Boston Big Local Meeting 11th May 2017
Age UK, William Garfitt House, 116 High Street, Boston

Name	Title	Resident/ Non Resident	Apologies
Richard Tory (RT)	Chair	R	
Don Jenkins (DJ)		R	
Mike Gilbert (MG)		R	
Lind Anso Edwards (LAE)		R	
Jody Raggio (JR)		R (non-voting)	
Wendy Griggs (WG)	LTO	NR	
Rachel A Lauberts (RL)	Facilitator	NR	
Bill Badham (BB)	Big Local Rep	NR	
Christine Hunter (CH)	Note Taker	NR	
Richard Barclay	LTO	NR	Apologies
Mary Wright (MW)		R	Apologies
Sarah Colbert (SC)		R	Apologies
Louis Colbert (LC)		R	Apologies
John Bird (JB)		R	

		ACTION
1.	Apologies : As above.	
2.	Approve minutes of last meeting: Minutes were read and agreed as a true record, proposed by RT and seconded DJ.	
3.	Matters Arising that are not on the main Agenda: RL reported there is a Hansa day planned for Saturday 27 th May which we should be part of as we sponsor the Hansa Group. RL agreed to obtain details from A. Fairman and circulate via e-mail to Group members.	RL
4.	Running things: <i>LTO Update</i> – WG confirmed she was very pleased how smoothly the finances have run this year and RL thanked WG for all her good offices, her hard work and stated that the group were very lucky to have her. LAE seconded the statement and BB confirmed that the Group has done very well in Year 2. WG tabled the Big Local Plan Year 2 spend report and confirmed this had been forwarded to the Local Trust who had e-mailed to confirm they were happy with the final Year 2 accounts. WG stated on his return RB would authorise the payment of unspent monies from the Year 2 budget to the Local Trust. This would total £9,867.22, and includes LTO monies of £469.87. WG is in the process of doing the Age UK year end accounts which would be available from the accountants in August/September. Theme 1 shortfall was discussed and WG asked for any queries on the 2016/2017 Year 2 figures to be received by Friday 19 th May 2017. <ul style="list-style-type: none"> The amount of funds in the bank from the statement dated 10/05/2017 was £72,456.08, which includes Year3 April-September Local Trust Grant of £66,673.95 received on 21st April 	

		ACTION
	<ul style="list-style-type: none"> • Up to April the total spend against budget was £112,140.65 with underspend and LTO 5% taken off. • A letter from Local Trust was tabled confirming grant funding of £260,400.00 for the period April 2017 to March 2019 for the Year 3 Plan, together with a schedule dates of payments and amounts allocated to each of the 4 themes for Year 3 and Year 4. • WG tabled a comprehensive Bank statement for Year 2 <p>BB stated the Local Trust were very impressed in the Group's work so far and they recognise how well the Group are benefitting in a positive way from working with Age UK.</p> <p><i>Building the Partnership-</i> RL confirmed there had been no feedback from Jurate and did not have contact details for Hana Rafajova. JR agreed to forward these to RL. RL stated contact with Jurate and Hana would be about building relationships. RL confirmed the Mayor was not currently in office but she would speak to him at a later date. The Group discussed partnership membership and BB explained that 51% rule applies to the voting members and he explained how the group has a constituted partnership and how having a certain number of non-voting members would affect how many new voting members could be recruited. BB suggested the Group could have attendees who could bring extra experience without them being part of the partnership. Discussion ensued on how to interact with the BBL residents and engage with the community. The Group were aware there was a budget and we could pay somebody to do the leaflet distribution etc. RL suggested video clips of events and from people who had benefitted from funding being put on Facebook etc. and MG suggested door knocking in BBL area streets, meeting people face to face explaining what BBL does and showing success stories with a leaflet. RL suggested using The Chocolate Fairy to be part of the experience giving cakes to residents. The Group felt it had to be a non-pressure experience. RL agreed to contact the Chocolate Fairy to see if she could support the event and obtain prices. BB suggested RL contact Fran Taylor to suggesting BBL attend one of two events over a period of time to hand out leaflets and raise awareness of what BBL does. (Action RL)</p> <p><i>Gizzits/banners.</i> RT tabled samples of and reported purchase of 100 of the BBL hessian bags to be handed out at events during the Year. The Group were impressed with the quality of the bags. He tabled samples of the Frisbees and buckets and confirmed they would be required by 2nd week in June.</p>	<p>JR</p> <p>RL</p> <p>RL</p>
5.	<p>Doing things:</p> <p>Plan review – activity updates – none at present</p> <ul style="list-style-type: none"> • <i>Reports received</i> - RT confirmed a report had been received from the Boston Marathon Committee and tabled a copy for review. LAE tabled two local papers showing the Marathon coverage and gave a report on the day itself. She confirmed there were visitors to Boston looking for something to do but places were closed before and after the event and this was a missed opportunity for Boston businesses. Following in depth discussion it was agreed that this is an established event and had wider reaching appeal and we need a push to 	

		ACTION
	<p>organise more for people to see and do for next year. It was agreed a meeting with the Marathon Group, BBL, the BVEP and the Town Team should be organised to discuss further. RL to arrange. The report was read and approved for payment.</p> <ul style="list-style-type: none"> • <i>Recent activity</i> - The Group discussed BBL's involvement Boston Bike Night. • <i>Community Chest Update</i> –discussion took place around JR's role as Community Chest facilitator for the panel and how this fits in with his LCVS employment. The Group decision was they were happy for him to continue in this role. RL confirmed 4 voting members have already agreed and she would e-mail MW to chase up her vote to see if she agrees. JR confirmed he is now happy to start promoting the Community Chest. RT reported on a chance meeting with the wood carvers working on a project and he had suggested they contact the Community chest for funding for tools. JR reported on JG Dog rescue confirming they needed a cheque presentation and agreed to e-mail RT/DJ with some proposed dates. • <i>Community Events</i> – RT confirmed there is a meeting of the organising group of the Beach Event in the next couple of weeks. JR suggested arranging who will be attending from BBL group. RT confirmed the beach will be there for longer this year and he has contacted Fran Taylor and suggested we provide the materials for children to make flags for their sand castles. BB suggested having a leaflet made to hand out at the event promoting BBL, and DJ suggested having wording at the bottom asking for any suggestions of what people would like us to do, together with a contact number. Video clips of the event for Face book and Twitter were discussed. • <i>Feedback from the Spring Event</i> – RT gave feedback on the Sheffield event confirming which groups he had attended and JR reported on the groups he attended. They shared some valid ideas and suggestions that other BBL areas had already tried and they felt would be useful in BBL events and developing relationships with partners. RT confirmed Alison Fairman and Jen Moore enjoyed the event and were happy to come to the Group to share their experiences. BB suggested RL build in 10 minutes at the start of the next meeting for Jen and Alison to give a brief overview of the event. 	<p>RL</p> <p>RL</p> <p>JR/RT/DJ</p> <p>RL</p>
6.	<p>Communications: <i>Conference Call</i> – A conference call was made to JB by the group. The group thanked JB for ordering the Frisbees, buckets & spades and hessian bags. JB confirmed the Frisbees would be delivered tomorrow and the buckets and spades early next week. JB confirmed she would forward the draft newsletter to RT and RL and would be happy to have a couple of new Community Chest photos. Discussion ensued around producing a video clips and JB confirmed she could put this on the website and live Facebook. It was suggested that JB come over to help train some group members in making video clips. The Group explained to JB the ideas about door knocking with the Chocolate Fairy providing free cakes in the BBL residential area. They informed JB of the idea for the leaflet for the Beech/door knocking event and asked JB if she could</p>	<p>RL</p>

		ACTION
	produce it in A5 size. Content was discussed and it was agreed they were required before the Beach event and that it should highlight upcoming events. JB agreed to draft a leaflet and forward to RL.	JB
7.	AOB: BB reported that, following developments in other Big Local areas, the issue of Safeguarding within the BBL area needed to be re-appraised and re-considered, especially with respect to service level agreements and Community Chest forms. He suggested that they be amended to strengthen BBL safeguarding policy, as some of the partner groups may not have a Safeguarding policy in place. It was suggested that Age UK on our behalf could write to let partners know what we require regarding safeguarding. CH to obtain the wording to go with these minutes (See below). CH gave her apologies for the next meeting.	CH
8.	Date & Time of next meetings all to be held at Age UK High Street: Thursday 8 th June 2017 6.00 pm Thursday 13th July 2017 6.00 pm - Report Review Meeting Thursday 10 th August 2017 6.00 pm Thursday 14 th September 2017 6.00 pm Thursday 13 th October 2017 6.00 pm - Report Review Meeting Thursday 10 th November 2017 6.00 pm Thursday 14 th December 2017 6.00 pm Thursday 11 th January 2018 6.00 pm - Report Review Meeting Thursday 11 th February 2018 6.00 pm Thursday 11 th March 2018 6.00 pm Thursday 11 th April 2018 6.00 pm - Report Review Meeting	

Meeting finished at 8.00 pm.

Safeguarding children and vulnerable adults

1.1 The Service Provider will have ultimate responsibility for the management and control of any Regulated Activity provided under this agreement and for the purposes of the Safeguarding Vulnerable Groups Act 2006.

1.2 The Service Provider shall ensure that all individuals engaged in the provision of those elements of the Services that are Regulated Activities are subject to relevant checks (such as DBS checks).

1.3 The Service Provider shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out Regulated Activity or who may otherwise present a risk to service users.